

# Create Leave Sharing Donation

## QUICK REFERENCE GUIDE

Use this procedure to donate sick or annual hours to leave sharing recipient through the Leave Sharing program.

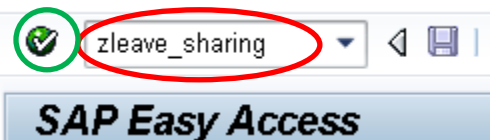
### ZLEAVE\_SHARING

Perform this procedure when an employee has requested to donate annual or sick leave to someone participating in the Leave Sharing Program . This request will electronically workflow to the Leave Sharing Approver for approval.

#### Prerequisites:

- Employee is active in KHRIS
- You have access to the employee donating leave
- Employee must complete the leave sharing donation form from the Personnel website.

<https://extranet.personnel.ky.gov/Pages/OldForms.aspx>



Enter the Transaction code (**zleave\_sharing**) in the command field

Click the **green check**

Many options exist on this form for leave sharing. In this example, we are showing how to Donate sick leave. For specifics on the other leave sharing options here, please reference the corresponding QRGs referencing each option.

## Leave Sharing

 Next



### Leave Sharing

- ☐ Request Leave
- ☒ Donate Leave
- ☐ Return Leave
- ☐ Amend Existing Request

Click the **Donate Leave** Radio button

Click the **Next** button

## Leave Donation Request

 Submit 

### Leave Sharing

Recipient Personnel No

Leave Type

Request Num

Donor Personnel Number

No. of Hours

☐ Authorize to release name upon request

### Requestor's Comments

Enter all the required fields from the Leave Sharing Donation. The information can be found on the Donation form completed by the employee. This information includes the :

**Enter the recipient's request number in the "Request Num" field**

**Enter the PERNR of the donor in the "Donor Personnel Number" field**

**Enter the number of hours the donor is donating to the recipient in the "No. of Hours" field**

Any Comments may be entered in the "Requestor's Comments" section.

The Requestor's Comments section is not a required field. It is available if you need to include any additional information concerning the donation which may be needed by the Leave Sharing Approver.

Click the **Submit** button after the required fields have been completed.

The donation request must now be approved by the Agency Leave Approver.

To view the Leave Sharing Donation after it has been approved view Infotype 9004

